

# THE RAP SHEET

## Information from the Criminal Records Division

Division Contact (517) 322-1665

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### Welcome!

The value of the information processed by the men and women of the Criminal Records Division (CRD) is based on how well it is delivered, and that it meets the needs of the criminal justice community and the citizens we serve. Our mission is to provide timely and accurate information to enhance criminal justice and public safety. This requires that information is provided in a format that meets the needs of the end user, is secure from unwanted access or manipulation, and remains open to continual improvement. Our commitment is to continue to remain receptive and responsive to suggestions that are geared toward improving our products and processes. We appreciate your feedback.

#### Automated Law Enforcement Access System (ALIAS) News

You asked and we listened. Prosecutors across the state have been lobbying the Criminal History Workgroup to make an ALIAS change. The requested procedural change is in the case number assigned at booking and transmitted to Michigan State Police (MSP) via the Live Scan device, and the case number when it is sent to the prosecutor's office. In order to match charge and arrest data, the different case numbers and the ALIAS edit rules cause extra work.

The Criminal History Section (CHS) and the Department of Information Technology (DIT) programmers are working to modify ALIAS so more emphasis is placed on the Transaction Control Number (TCN) which is common to Live Scan fingerprints and less common on matching exact case numbers. This will make it easier for prosecutors to submit charge data to MSP and match the correct record without getting error messages. The project's programming will be done in two phases and testing will be completed by April 30, 2008.

#### Agencies Assessed Fees for Duplicate Civil (Applicant) Fingerprint Submissions

Effective May 5, 2008, the Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) Division will begin assessing a fee on all duplicate fingerprint submissions, whether hard copy or electronic. The fee for civil applicant fingerprints is \$49.25 per submission, and \$45.25 for volunteers under the National Child Protection Act. To avoid incurring multiple civil applicant based fingerprint submission fees or additional charges, agencies must submit only one set of fingerprints processed in the Integrated Automated Fingerprint Identification System (IAFIS). Agencies must follow resubmission guidelines for any previously rejected fingerprints.

Questions regarding civil applicant fingerprint resubmission guidelines may be directed to CRD staff at (517) 322-1038.

#### CJIS Security Policy

The CJIS Security Policy provides the minimum level of Information Technology (IT) security requirements acceptable for the transmission, processing, and storage of the nation's CJIS data. All agencies having direct or indirect communication with the FBI CJIS Division's systems are required to be in compliance with the CJIS Security Policy.

Current versions of the FBI CJIS and CJIS Security Policies are posted behind the MiCJIN Portal at [www.michigan.gov/micjin](http://www.michigan.gov/micjin) under Communities, and on the FBI Law Enforcement Online (LEO) at [www.leo.gov](http://www.leo.gov) under a special interest group called MI-CJIS. LEO is provided to members of the criminal justice community at no cost to their agency. Applications for LEO can be located at their web site. All law enforcement agencies will be receiving a compact disc that includes the CJIS Security Policy. Questions may be directed to Ms. Terri Smith at [smithta@michigan.gov](mailto:smithta@michigan.gov).

### Technical Security Audit

To ensure compliance with Michigan and FBI CJIS Division's policy and regulations, the CJIS Security Policy requires MSP to conduct triennial audits of all criminal justice and non-criminal justice agencies having direct access to the state system. Topics covered in the audit include, but are not limited to, physical security, network configurations (servers, workstations, firewalls, routers, etc.), logins, passwords and encryption. MSP is reviewing our audit process and will be taking steps to ensure compliance with the audit requirements.

### Purpose Codes for Background Checks

There has been confusion in the field regarding when to run purpose code J for background checks. The National Crime Information Center's (NCIC) policy states that purpose code J is to be used for employment purposes for individuals involved in the actual administration of criminal justice. This includes vendors, contractors, or volunteers who are directly involved with the criminal justice process. Some examples include:

- Employees of a criminal justice agency (not all employees, i.e. janitors and cooks)
- Dispatchers for a 9-1-1 center
- Computer technicians who work on criminal justice equipment/systems
- Prison volunteers involved with inmate rehabilitation
- Interns who are involved in the criminal justice process

Purpose code C is used to check all others who come into contact with criminal justice information but are not involved in the criminal justice work of the agency. Purpose Code C is also used for background checks of employees who are not involved in the actual administration of criminal justice. Examples are:

- Vendors who deliver water, snacks, uniforms, rugs, office supplies, etc.
- Janitors and cooks
- Ride-along participants
- Unescorted visitors to a criminal justice facility

Volunteer organizations such as Community Emergency Response Team (CERTS) and Radio Amateur Civil Emergency Services (RACES) are NOT to be background checked through LEIN until such time as they are mobilized on behalf of the agency. Agencies are welcome to conduct ICHAT checks.

A new page in the LEIN Operations Manual for Purpose Code J has been created and can be downloaded at the MiCJIN portal at [www.michigan.gov/micjin](http://www.michigan.gov/micjin) or the LEO website at [www.leo.gov](http://www.leo.gov). Questions regarding the C versus J purposes codes may be directed to the CJIS Field Services Section at (517) 636-4544.

### Live Scan for Juveniles

Effective April 1, 2002, reporting of juvenile crimes are allowed, at the time of offense, if the offense is reportable as an adult.

At the time of detention, juveniles can be printed as a retainable transaction and their arrest information built on the Criminal History System (CHS). The law states that if a petition is not granted, then the fingerprints can be destroyed. A completed CHR correction form is submitted requesting the arrest be deleted. Juvenile printing can be completed after petition has been granted. This gives the Live Scan operator the option of doing a Request for Petition (REP) transaction or a Juvenile Petition Requested (JUV) transaction. The REP will build just an arrest segment. The JUV will build both the arrest and charge segments which require a TCN and Prosecuting Attorneys Coordinating Council code.

Processing juveniles via Live Scan is important for real-time automated reporting and identification. Outlined below are the processing steps:

1. Offense information is captured on the CHR.
2. Fingerprints are searched against known prints for positive identification.
3. Fingerprints are now available for future searches.
4. Fingerprints are searched against all unsolved latent prints.

Questions concerning juvenile fingerprints or any Live Scan issues may be directed to Mr. Keith Kramer at 517-636-0124 or [kramer\\_keith@michigan.gov](mailto:kramer_keith@michigan.gov).



### **Automated Fingerprint Identification System (AFIS) Update**

Recently, Michigan's AFIS has been experiencing extensive delays and downtime in processing jobs.

In 2000, the original AFIS went operational and was at the top in technology, power, and capabilities. It was designed to hold 2.5 million records with a peak process of 1,900 transactions per day. The expectation was a maximum of 300 Live Scan devices.

#### **Current AFIS status**

Today's system is operating well above its original design. AFIS is averaging over 2,300 transactions per day and has 600 Live Scan devices connected. The AFIS database is currently at 2.4 million registered records.

There are many factors that have contributed to the significant increase in the number of transactions:

- Live Scan has made reporting easier
- An increase in identification only transactions
- A 200 percent increase in applicant fingerprint submissions

With the age of the system, the advancement of technology, and the requirements for fingerprints, we must be prepared to sufficiently maintain AFIS.

With ongoing monitoring of the system volumes, there may be a time that requires the shut down of Live Scan transactions. We are doing everything possible to give law enforcement criminal transactions priority. We appreciate your continued patience.

### **Michigan AFIS Expansion Project**

Michigan's AFIS Expansion Project is scheduled to be completed in July 2008. The expansion project will address our concerns, the age of the equipment, storage, and search capacities.

Additional features of the AFIS Expansion Project are palm print submission, storage, and search capabilities. AFIS will be able to accept palm prints electronically from Live Scan devices. We currently accept demographic data, applicant data, arrest and charge data, fingerprints and photos (mug shots, scars, marks, and tattoos).

With palm print technology, more crimes will be solved. National surveys have identified that 30-50 percent of crime scenes have palm prints that could be used for identification purposes but very few states have palm systems.

There are many advancements being added to the Michigan AFIS that will highly enhance the ten-print and latent search capabilities and results.

#### **Timeline**

- March 2008 - System delivery, install software load and configuration
- April 2008 - System review and initial testing
- April/May 2008 - Remote latent terminal install and staff training
- June/July 2008 - System final acceptance

As we get closer to these dates, more information will be provided. Information about system downtime for the switchover will be provided through LEIN broadcasts. We will try to do everything possible to reduce system unavailability.

At your Michigan AFIS Latent terminal site, you should already have received correspondence related to terminal delivery, network configurations, and training schedules. More detailed information will be provided

to your agency by means of additional correspondence, meetings, and training with your agency contact or latent print examiner(s).

### Statewide Network of Agency Photos (SNAP) Program

The SNAP Program originated in 2003 with 150,000 legacy images received from the Ingham and Kent County Sheriff Departments. Currently, the Department of Corrections, 58 sheriff departments, 27 MSP sites, and 100 local police departments are submitting images via Live Scan. Current image counts as of February 2, 2008, were:

Front View	990,049
Other Views	724,993
Scars, Marks, Tattoos (SMT)	65,983
<b>Total</b>	<b>1,781,025</b>

SNAP is the central repository for storing and retrieving mug shots for law enforcement. As with AFIS, the SNAP system utilizes Live Scan terminals to electronically transmit digital images to MSP along with fingerprint submissions. Once the fingerprints positively identify the offender, the images are forwarded to the SNAP program where they become available to law enforcement agencies through a web browser. SNAP also has the ability to allow the import of digital images without the use of Live Scan technology using the web capture feature.

SNAP is a tool that allows agencies to share digital criminal images and arrest data across jurisdictional boundaries. Sharing of images throughout the state will increase the efficiencies and effectiveness of all agencies. SNAP provides users with the ability to:

- Create legally compliant digital lineups quickly and easily. Agencies will save on overtime and travel costs in assembling the appropriate mug shots.
- Utilize the power of facial recognition technology and, identify suspects from security photos or other digital images, saving hours of investigative time.
- Assist in quick identity of individuals, aiding in increased officer safety.

How to improve the SNAP database:

1. Take mug shots with all arrests processed via Live Scan and within accordance of the MSP Best Practice Guidelines for the capture of Mug Shots ([http://www.michigan.gov/documents/MI\\_Best\\_Practice\\_v3\\_122521\\_7.pdf](http://www.michigan.gov/documents/MI_Best_Practice_v3_122521_7.pdf)).
2. Capture all SMTs. Provide a description with each image. By adding a literal description of a tattoo, an investigator will be able to search for unknown subjects identified by SMT with ease.
3. Include the subject's address when submitting a Live Scan transaction with a mug shot. The SNAP Program will store the address information and make it available for an investigator.

If you have any questions regarding the SNAP Program, or how to improve images, please contact Mr. Pete Langenfeld at 517-636-0122 or [langenfp@michigan.gov](mailto:langenfp@michigan.gov).

### Success Stories

#### AFIS ASSIST

A Niles Post trooper investigated a breaking and entering (B&E) at a residence where a gun safe was pried open and numerous firearms stolen. The trooper lifted several latent fingerprints from the safe. The fingerprints were analyzed through AFIS and a suspect was identified.

#### Criminal Records Division Help

Applicant Background Check (517) 322-1956  
Computerized Criminal History (517) 322-1956  
Fingerprints (517) 322-1956

**How can we help?** If you have ideas for future articles, please contact Ms. Marcy Best at (517) 636-6158 or [bestm@michigan.gov](mailto:bestm@michigan.gov).